

# Jake Gittlen Cancer Research Foundation

## INSTRUCTIONS FOR APPLICANTS

**Receipt Date for Applications: Noon, June 23, 2014**

### ***Pilot Projects for Collaborative Cancer Research***

**Applicants must use the following format**

- 1. Face Page:** Titled “2014 Pilot Projects for Collaborative Cancer Research” followed by a descriptive title of the project, the name, position, department, and contact information(email and phone) for each Investigator, the amount requested, and a short Table of Contents.
- 2. Lay Abstract:** Briefly summarize the objective, specific aims and health-relatedness of the project in terms that will be understood by a non-scientific lay audience.
- 3. Research Plan: The Research Plan** should not exceed **5 pages single-spaced** including figures and tables, using Arial-11, Helvetica-11 or equivalent type and should be organized as follows:
  - a. **Specific Aims-** List the specific aims of this proposal and explain how their accomplishment will help achieve the program goals identified above;
  - b. **Significance-** Explain how the proposal addresses an important problem or clinical barrier;
  - c. **Innovation-** How does the proposal challenge or shift existing paradigms? Specifically highlight any novel concepts, approaches, methods, or instrumentation;
  - d. **Approach-** Describe the proposed experimental design, preliminary studies, and anticipated results; and
  - e. **Environment-** Describe the research environment and resources that will contribute to this project.
- 4. Investigator Contributions:** This program is designed to encourage significant collaborations between the Gittlen Foundation investigators and other Penn State Hershey cancer investigators. It is anticipated that each Co-PI will make **critical and meaningful contributions** to the project. Use this section of the application to **clearly and fully describe the contributions that the PI and the Co-I will each make to this project, both individually and collaboratively**. If one investigator will be more fully involved early on in the year and the other somewhat later, the timetable for that should be clearly described in the application. Proposals that require only token or minor contributions from either the PI or the Co-I will not be considered responsive to this invitation.
- 5. Human Subjects and/or Vertebrate Animals:** Describe involvement, if any.
- 6. Literature Cited:** List references.
- 7. Budget: Include a detailed budget.** Use either a Sims budget or the budget forms that are posted on the following website:  
<http://www.pennstatehershey.org/web/researchdevelopment/home/forms>. Reminder, salaries

of the PI and Co-I may not be requested. Indirect costs may not be charged to these projects. The budget period should be 8/1/2014 through either 6/30/2015 or 6/30/2016.

**8. Budget Justification: Provide a one page justification.** Explain and justify all proposed expenditures so that it is clear whether they will support studies in the PI's or Co-I's lab and why they are essential for the success of the project.

**9. Biographical Sketch:** Include Biosketches for both the PI, Co-I and all Collaborating Investigators. Please include the **personal statement** in each Biosketch.

**10. List Other Support:** Include all active and pending support for both the PI and Co-I. For all active and pending awards, list the sponsor, project title, project period and current year direct cost budget. Indicate clearly whether each project listed does or does not overlap with this application and explain the nature of any overlap.

**11. Future Plans:** Assuming that the project is successful, describe plans to secure continued funding including the most probable sponsor(s) and expected receipt date for the first application. Explain how you envision the collaboration between the PI and Co-I will be extended and sustained.

**12. Application Submission:** As detailed below, submit the full application to the Research Development Dropbox, **on or before Noon on June 23, 2014.**

- 1) Save the application in a single PDF file titled with the **last name of PI-PPGF-Date** (Jones- PPGF-06-23-2014).;
- 2) Navigate to the Research Development Dropbox website <https://rddropbox.hmc.psu.edu/DocDrop/> and use your Penn State Access ID to login;
- 3) Upload your application as a single PDF as follows: In the dialogue box under "Title," type the **last name of PI-PPGF-Date** (Jones- PPGF-06-23-2014). **Do NOT** type the title of the project.

**13. Additional Information:** Questions regarding this RFA should be referred to Research Development ([researchdevelopment@hmc.psu.edu](mailto:researchdevelopment@hmc.psu.edu)); Phone 717-531-6949).